

**Sul Ross State University**  
**Position Description**

**Official Title:** Human Resources Specialist      **Salary Group:** Unclassified 2      **Job Code:** 3437

**Summary**

Function: Manages employment function and human resources programs for all University positions including staff and faculty.

Scope: Exercising sound independent judgment; handles employment processes and human resource functions for the entire university.

**Duties**

Essential: Maintains job descriptions; creates job announcements; creates and places job advertisements in local newspapers and national publications; manages advertising expenditures; maintains job announcements and updates SR website; posts job announcements to national websites; receives and screens applications for employment for appropriate qualifications; communicates with applicants in person, by phone and in writing; assists hiring supervisors with advertising and hiring process; creates employee identification record in human resources systems; grants access in applicant tracking system to search committees; maintains records for each job search and cumulative records for two years; maintains records of all new hires and terminations; maintains report of vacancies for management; creates and processes personnel action forms for all changes in employment status; communicates University policy and procedures campus wide; high degree of contact with public; verifies employment; processes employment eligibility through E-Verify system; maintains purchasing card records.

Primary responsibilities in the areas of staff development including performance appraisal system, university wide training programs, and Banner system operation. Provides training to university faculty and staff on a variety of topics such as Equal Employment Opportunity Laws, performance appraisal policy, customer service, benefits and personnel policies and procedures. Serves as employee benefits coordinator and conducts new employee orientation. Coordinates employee FMLA. Prepares or assists in the preparation of a variety of reports and surveys on the university, state and federal level. Assists in interpreting relevant state and federal human resources regulations and university policies and procedures. Maintains electronic applicant tracking and employee onboarding system software. Processes Worker's Compensation claims and communicates with campus Risk and Compliance Manager concerning accidents and injuries. Maintains departmental Records Retention schedule and compliance documentation. Maintains criminal background documentation. Must be able to plan, organize, coordinate, and conduct programs and activities effectively. Must communicate effectively and maintain effective working relationships with all levels of staff, faculty and administrative personnel. Other duties as assigned. Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

**Supervision**

Received: Reports to the Human Resources Director.

Given: May supervise student employees.

**Education**

Required: Bachelor's degree with three to five years professional level experience in human resources, training programs, or closely related experience.

Preferred: Master's degree in a related field. Experience in higher education; Banner System Experience. Advanced computer skills including word processing, spreadsheet, database, and human resources system.

**Experience**

Required: Three to five years related experience. Actual job experience equivalency will also be considered.

Preferred: Experience in employment services in higher education and Banner System.

**Equipment/Skills**

Required: Strong computer skills, written and oral communication skills, organizational and interpersonal relations skills and use of standard office machines. A combination of education, experience, and training that would produce the required knowledge and abilities may be considered.

**Working Conditions**

Usual: Office conditions; standard hours; position is Security Sensitive.

Any qualifications to be considered in lieu of stated minimums require the prior approval of the Human Resources Director.

Date revised: January 2020